



Town of Islip Department of Planning & Development

655 Main Street • Islip • Long Island • New York 11751

Phone: (631) 224-5450 Fax: (631) 224-5444

WETLANDS & WATERCOURSES PERMIT APPLICATION

Tax Map:

0500-	Section	Block	Lot
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Receipt # _____ WW _____ - _____ (Office Use Only)

Applicant:

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Representative:

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Address:

Rep. Address:

Phone:

()

Rep. Phone:

()

Cell:

()

Rep. Cell:

()

E-Mail:

@

Rep. E-Mail:

@

Project
Location:

Preferred

Contact:

Water Body

Affected:

☐ E-Mail

☐ Paper

PERMIT APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING:

- One (1) copy of certified survey with property lines and one (1) site plan showing proposed work. Plans to include:
 - Overhead (top-down) view of proposed structures, excavation, dredge, or fill
 - Cross section of proposed structures, excavation, dredge, or fill
- Statement of Agent Authorization if a representative is acting on your behalf.
- Copies of permits, where required, issued by other government agencies (i.e., NYSDEC, ACOE)
- Depth soundings of body of water (for proposed docks only).
- Mitigation Fee Statement of Agreement (if any part of work is taking place in town-owned underwater land).
- Fee of \$275.00 (New Application) or \$100 (Amendment/Extension).
- Short Environmental Assessment Form (Available from: <http://www.dec.ny.gov/permits/70293.html>)

PROJECT CHECKLIST: Check all items that apply to your project.

IS THIS APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Amendment/Extension Previous permit no.: WW _____ - _____	CONSTRUCTION OF OFF-SHORE STRUCTURES: <input type="checkbox"/> Jetties <input type="checkbox"/> Wavescreens <input type="checkbox"/> Other _____ Structure Length _____ ft. Material to be used _____
DOCK/PIER: Linear footage of dock _____ ft. Material to be used _____	ERECTION OF DWELLING <input type="checkbox"/> WORK IN TOWN-OWNED UNDERWATER LAND <input type="checkbox"/> Yes <input type="checkbox"/> No
EXCAVATION OF BOAT SLIP: Expected Volume of Excavated Material _____	MOORING POLES: No. of Poles: _____
BULKHEADING: <input type="checkbox"/> Replacement in-kind, in-place <input type="checkbox"/> Reface/Resheathe <input type="checkbox"/> New bulkhead <input type="checkbox"/> Replacement seaward within 18" Length of affected bulkhead: _____ ft. Width (from face of existing to proposed) _____ ft.	DREDGING: Dredge Depth (-ALW) _____ ft. Area to be Dredged _____ ft. x _____ ft. Volume of Dredge Spoil _____ yd ³ . Destination of Dredge Spoil _____
Brief description of the project:	

The information in this application is true to the best of my knowledge and belief.

Signature of Property Owner

Date

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.				
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:				
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)



Wetlands Instruction Sheet for Permits and Certificates of Compliance

Your proposal is located in proximity to an environmentally sensitive area as identified by the Town of Islip and the New York State Department of Environmental Conservation. This sheet will give you some information as to the required applications and the necessary phone numbers for your use. Please be advised that your application must undergo an environmental permit review by the following agencies:

1. New York State Department of Environmental Conservation (NYSDEC)
Division of Regulatory Services
SUNY, Stony Brook, Building 40
Stony Brook, NY 11790

A Freshwater/Tidal Wetlands Permit or Letter of Non-Jurisdiction is required from this agency in order to undertake your proposed project. You can contact New York State DEC for information, an application, and a guidebook at (631) 444-0355 or (631) 444-0365.

2. Town of Islip Department of Planning & Development
Wetlands and Watercourses Permit
655 Main Street
Islip, NY 11751

A Wetlands and Watercourses Permit will be required from the Town of Islip in order to undertake your proposed project. The fee is presently \$275.00. You can contact the office for information and an application at (631) 224-5450. Applications are also available online at <http://www.townofislip-ny.gov/e-services/forms-a-publications/> under the "Planning & Development" heading.

ANSWERS TO COMMON QUESTIONS:

What is a wetland?

A wetland is an environmentally sensitive area that serves as a breeding ground for many different species of fish and wildlife. Wetlands provide home habitat for many different native plants which, in turn, provide a food and cover source for migratory birds. They also provide areas for excess water during heavy rains and help prevent flooding of homes and streets. Wetlands come in many forms, as marshes, bogs, ponds, streams and rivers; even some isolated patches of wetland plant species can be classified as a wetland. There are two different major types of wetlands, freshwater and tidal. Islip's Tidal Wetlands are located primarily to the south of Montauk Highway (Rt. 27A) consisting of areas that are tidally influenced. Freshwater wetlands make up the remainder of the Town and are concentrated along stream corridors, drainage ditches, ponds, and non-tidally influenced marshes/bogs.

When will wetland regulations affect my property and/or proposal?

Properties within a certain distance of a designated wetland area will require a permit review. Any new construction that increases a foundation and disturbs the ground in any way will require permits. Similarly, the legalization of old construction and existing structures within these areas requires a wetlands review.

How long does a Wetland permit review take and what steps are necessary to get a final Town Building Permit?

A combined Town of Islip and New York State DEC tidal/freshwater wetlands review normally takes 2 to 5 months to complete. If a Wetlands permit is required, then the Town of Islip Building Permit cannot be issued until all environmental reviews have been completed. Once a Wetlands Permit has been issued, then the applicant must obtain the Town Building Permit in order to begin construction or receive a Certificate of Compliance.

How can I expedite, or speed up, my environmental review?

In order for us to process your permit as quickly as possible you need to have the property's TAX MAP # ready. You can find this number on your Tax Bill and it looks like this: 0500-370.00-02.00-076.000. A pre-application conference can help to guide you and eliminate potential problems. To schedule one, please have your Tax Map # ready and contact the Town of Islip Department of Planning and Development at 631-224-5450 or the Permits Division at 631-224-5466.

In addition, for those permits requiring review from the New York State DEC or the Army Corps of Engineers (ACOE), contacting these organizations as soon as possible to begin the review process will help expedite your permitting process. Contact information for the New York State DEC can be found above. If necessary please contact the ACOE at (917) 790-8511. Please be aware that an ACOE permit may be necessary for any work taking place seaward of a bulkhead.



SCHEDULE OF FEES – PLANNING DIVISION

(Contact the Building Division at (631) 224-5466 for Building Permit fees)
Effective March 28, 2013

APPLICATIONS SUBJECT TO TOWN BOARD REVIEW

\$750.00	Change of Zone/Special Permit for parcel up to one acre
\$200.00	- Fee per additional acre or fraction thereof
\$700.00	Modification of Covenants or Special Permit Restrictions for parcel up to one acre
\$150.00	- Fee per additional acre or fraction thereof
\$900.00	Placement of Road on the Official Map
\$250.00	Rehearing Fee
\$1500.00	Traffic Impact Study Review Fee

APPLICATIONS SUBJECT TO PLANNING BOARD REVIEW

ZONING

\$750.00	Special Permit (vehicle repair, restaurant, conveniences, etc.)
	Special Permit for Transmission or Receiving Tower
\$750.00	- Commercial Use
\$400.00	- Residential Use
\$500.00	Modification of Planning Board Restrictions
\$50.00	Review of Restaurant Outdoor Seating (Business District Only)
\$500.00	Certificate of Appropriateness (Planned Landmark Preservation District)
\$100.00	Planning Board Sign Review

SUBDIVISION

\$900.00	Major Subdivision or Review of Condominium Unit Designation Map – Base Charge
\$200.00	- Fee Per Lot – In Addition to Base Charge
\$400.00	Minor Subdivision – Base Charge
\$150.00	- Fee Per Lot – In Addition to Base Charge
\$750.00	Bond Reduction/Release (One Fee for Both)

SITE PLAN – Performed by Engineering Division – (631) 224-5360

\$700.00	Site Plan Review (Base Charge – plus site specific charges assessed at time of approval)
\$100.00	- Fee per additional acre or fraction thereof – In Addition to Base Charge
\$400.00	- Fee if Minor Subdivision required with Site Plan Review
\$500.00	Modification of Site Plan Requirements
\$250.00	Public Hearing Fee (For Buffer Reduction and Parking Modification in Excess of 25% of Required Amount)
\$900.00	Road Opening Permit – Base Charge
\$200.00	- Fee Per 100 Linear Feet of Road Length (Centerline Measurement) – In Addition to Base Charge
\$50.00	Renewal of approved site plan – One time only, prior to expiration

ENVIRONMENTAL

\$275.00	Wetlands and Watercourses Permit Review and Land Clearing Permit Review
\$100.00	Amendment or Extension of Unexpired Wetlands or Land Clearing Permit – No Renewals Permitted
\$500.00	Environmental Assessment Review – IDA applications not previously reviewed under Planning application
\$750.00	Environmental and Traffic Impact Statement Analysis – Base Charge
	- (Variable depending on cost of report preparation, processing, and consultant review fee)
\$10.00	FEMA Flood Zone Determination/PRP Extension Review

MISCELLANEOUS

Request for written zoning information.....	\$25.00 plus any copy fee below
Subdivision and Land Development Regulations	\$30.00/ea
Street Map.....	\$6.00/ea
Zoning Map/Official Map Volumes – See Zoning Map Request Form	Variable

DOCUMENTS AVAILABLE UNDER F.O.I.L.

COPIES/PRINTS – B&W/Color – Small Format (up to 8.5" x 14")	\$0.25/pg
COPIES/PRINTS – B&W – Small Format (11" x 17").....	\$0.50/pg
COPIES/PRINTS – Color – Small Format (11" x 17")	\$5.00/pg
COPIES/PRINTS – B&W – Large Format (22" x 34" & 36" x 44").....	\$5.00/pg
COPIES/PRINTS – Color – Large Format (22" x 34" & 36" x 44").....	\$20.00/pg

DOCUMENTS AVAILABLE AS A COURTESY TO THE PUBLIC

PRINTS – B&W – Small Format (up to 11" x 17")	\$50.00/pg
PRINTS – Color – Small Format (up to 11" x 17").....	\$75.00/pg
PRINTS – B&W – Large Format (22" x 34" & 36" x 44").....	\$75.00/pg
PRINTS – Color – Large Format (22" x 34" & 36" x 44").....	\$100.00/pg

PAYMENT POLICY: Payment may be made by cash or check. A receipt will be issued for all transactions. Checks must be made payable to The Town of Islip. Checks in excess of \$250.00 must be certified, excluding Attorney Escrow Accounts. A \$15.00 fee will be charged for any returned checks.

REFUND POLICY: Applications withdrawn prior to the scheduling and advertisement of a public hearing shall be refunded the full application amount, minus a fifty dollar non-refundable charge. Planning and Town Board applications withdrawn prior to a Planning Board decision will be refunded one-half of the application fee (up to \$500.00 maximum after receiving a Planning Board recommendation to the Town Board may be refunded a maximum of \$ 250.00.)